

Issaquah Municipal Court  
Local Court Rules

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IMC 1  
NOTICE OF APPEARANCE - INFRACTIONS

Attorneys appearing on behalf of clients shall file a Notice of Appearance with the court and prosecutor no later than three (3) court days prior to the hearing. Failure to provide such notice shall be grounds for continuing the case to the next available calendar when the prosecutor will be present.

(Effective September 1, 2008)

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IMC 2  
TIME FOR HEARING - OBJECTIONS TO DATE

A defendant who objects to the hearing date set by the court pursuant to IRLJ 2.6 shall file with the court and serve upon the city attorney a written motion for a new speedy hearing date. Such motion shall be filed and served no later than ten (10) days from the date of written notice of the hearing date. Failure to comply with this rule shall become a waiver of the objection.

(Effective September 1, 2008)

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IMC 3  
REQUEST FOR SPEED MEASURING DEVICE EXPERT - TESTIMONY BY PHONE

Any request to produce a speed measuring device expert must be filed in accordance with IRLJ 6.6(b). The request cannot be combined with a notice of appearance or any other pleading. The court may allow the speed measuring device expert to testify from a location other than the courtroom via speakerphone or other electronic means acceptable to the court.

(Effective September 1, 2008)

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IMC 4  
SPEED MEASURING DEVICE EXPERT - COST TO BE PAID

Any person who requests production of an electronic speed measuring device expert, and who is thereafter found by the court to have committed the infraction, shall be required to pay the fee charged by the expert as a cost incurred by that party, as provided in RCW 46.63.151

(Effective September 1, 2008)

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IMC-CRLJ 10  
FORM OF PLEADINGS - STYLE AND FORM - FACILITATING PROOF  
OF SERVICE AND FILING OF PAPERS

(a) Action Documents. Pleadings or other papers requiring action on the part of the Clerk/Court (other than file stamping, docketing and placing in the court file) shall be considered action documents. Action documents shall include a special caption directly below the case number on the first page, stating: "Clerk's Action Required". The action to be taken must be stated either next to the special caption or in the first paragraph on the first page. The clerk will not search through letters, notices of appearance, requests for discovery, or other materials to locate possible requests for action items.

(b) Format. All pleadings and other papers shall include or provide for the following, unless otherwise authorized by the court:

(1) Service and Filing. Space should be provided at the top of the first page of a document allowing on the right half for the clerk's filing stamp, and in the left half for proof of, or acknowledgement of, service. The papers should when feasible, such as common pleading or service forms, be pre-drilled or punched at the page top for fastening in court files.

(2) Numbered Paper. All pleadings, motions, affidavits, briefs, and other supporting documents prepared by attorneys/parties should be on paper with line numbering in the left hand margin.

(c) Handling by Clerk. All pleadings or other papers with proper caption and cause number will be date receipted, docketed and secured/placed in the court file by the Clerk of the Municipal Court in the order received.

(d) Form of Pleadings. Pleadings in compliance with this rule shall be in substantially the following form:

SPACE FOR SERVICE	/	SPACE FOR COURT FILING
PROOF	/	STAMP
	/	

IN THE MUNICIPAL COURT FOR THE CITY OF ISSAQUAH,  
KING COUNTY, STATE OF WASHINGTON

_____ ,	)	
Plaintiff,	)	CAUSE NO. XXXXXXXX
	)	
	)	CLERK'S ACTION REQUIRED:
	)	(note action required here or
	)	in first paragraph)
	)	
vs.	)	
	)	MOTION TO SET REVIEW
_____ ,	)	
Defendant	)	

CLERK'S ACTION REQUIRED: (note action required here or in caption).

(Effective January 1, 2005)

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IMC-CrRLJ 1.5  
STYLE AND FORM

The format requirements for papers being filed with the court shall be as specified in CrRLJ 1.5 and IMC-CRLJ 10.

(Effective January 1, 2005)

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IMC-CrRLJ 3.4(d)  
VIDEO CONFERENCE PROCEEDINGS

- (1) Authorization. Preliminary appearances held pursuant to CrRLJ 3.2.1(d), arraignments held pursuant to CrRLJ 3.4 and 4.1, bail hearings held pursuant to CrRLJ 3.2, and trial settings held pursuant to CrRLJ 3.3(f), may be conducted by video conference in which all participants can simultaneously see, hear and speak with each other. Such proceedings shall be deemed held in open court and in the defendant's presence for the purpose of any statute, court rule or policy. All video conference hearings conducted pursuant to this rule shall be public, and the public shall be able to simultaneously see and hear all participants and speak as permitted by the Issaquah Municipal Court judge, judge pro-tem or court commissioner. Any party may request an in-person hearing which may be granted at the discretion of the Issaquah Municipal Court judge, judge pro-tem or court commissioner.
- (2) Agreement. Other trial court proceedings, including the entry of a Statement of Defendant on Plea of Guilty as provided for by CrRLJ 4.2, may be conducted by video conference only by agreement of the parties, either in writing or on the record, and upon the approval of the Issaquah Municipal Court judge, judge-pro tem or court commissioner.
- (3) Standards for Video Conference Proceedings. The standards for video conference proceedings shall be as specified in CrRLJ 3.4(d) (3).

(Effective January 1, 2005)

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IMC-IRLJ 3.5  
DECISIONS ON WRITTEN STATEMENTS.

(a) Request for Decision on Written Statement. If the defendant submits a timely request for a hearing to contest or mitigate an infraction, the defendant may elect to seek a decision on written statement pursuant to the provisions of IRLJ 3.5 and IMC-IRLJ 3.5. A defendant who elects to contest or mitigate an infraction by decision on written statement shall be deemed to have waived an in-court hearing to contest or mitigate the infraction in person.

(b) Time for Submitting Request for Decision on Written Statement. The request for a decision by written statements shall be submitted no later than fourteen (14) days prior to the date set for the in-court mitigation or contested hearing.

(c) Declaration for Written Statement Required. A defendant wishing to proceed by decision on written statement shall provide a written statement which sets forth the facts and/or defense(s) that the defendant would like the court to consider. A written statement submitted pursuant to this rule shall be submitted by declaration as follows: "I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and

correct," and shall be in substantially the following form:

Name of Defendant:  
Address:  
Infraction Number (upper right corner  
of citation):  
Violation Date:

I wish to mitigate the infraction  
I wish to contest the infraction

Statement:

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I declare under penalty of perjury under  
the laws of the state of Washington that  
the above information is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
at \_\_\_\_\_ (city/state).

\_\_\_\_\_  
Signature

The written statement shall be submitted at the same  
time as the request for decision on written statement.

(d) Time for Examination, Factual Determination,  
Disposition and Notice to Parties. The time for examination,  
factual determination, disposition and notice to parties  
shall be pursuant to IRLJ 3.5(a)-(d).

(e) No Appeal Permitted. There shall be no appeal from a  
decision on written statements.

(Effective January 1, 2005)

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